My Profile page in Video Portal

Last Modified on 11/23/2025 8:09 pm IST

This article is designated for all users.

About

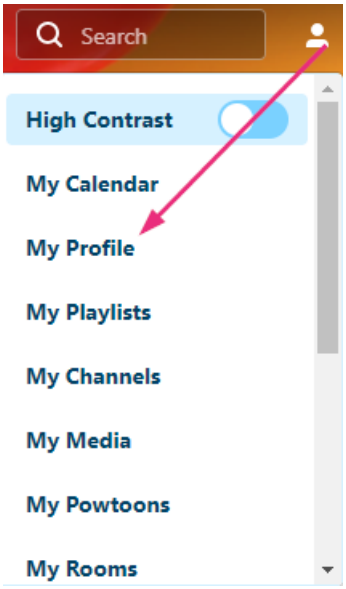
Your profile page in the video portal is your personal space to connect with others. It's easy to update, has a unique URL, and is visible only to logged-in users. Whether you're building your brand, growing your business, or networking, your profile helps you make an impact.

Administrators control the content and settings in the Personalprofile module.

Access your profile page

From the user menu, select **My Profile**. You can also access your profile page directly at http://your-video-portal-url/profile.

Depending on your administrator's setup, the profile page can also be added to the site navigation bar.



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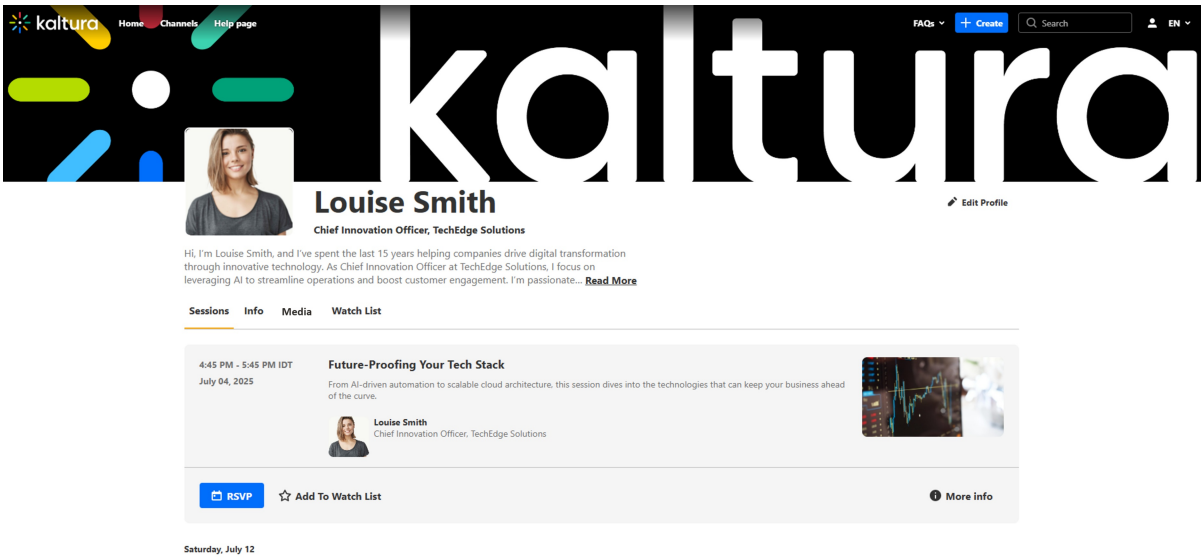
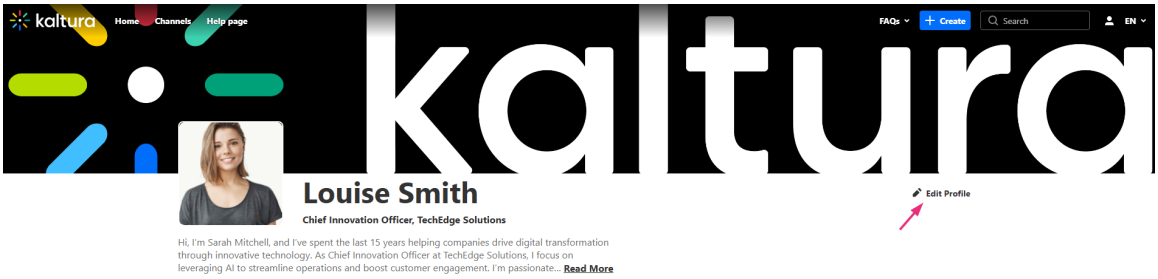
If you don't see this option in the user menu, ask your administrator to enable it in the Headermenu module.

The profile page displays.



Edit your profile

1. Click **Edit Profile** at the top right.



The **Edit Profile** window displays.

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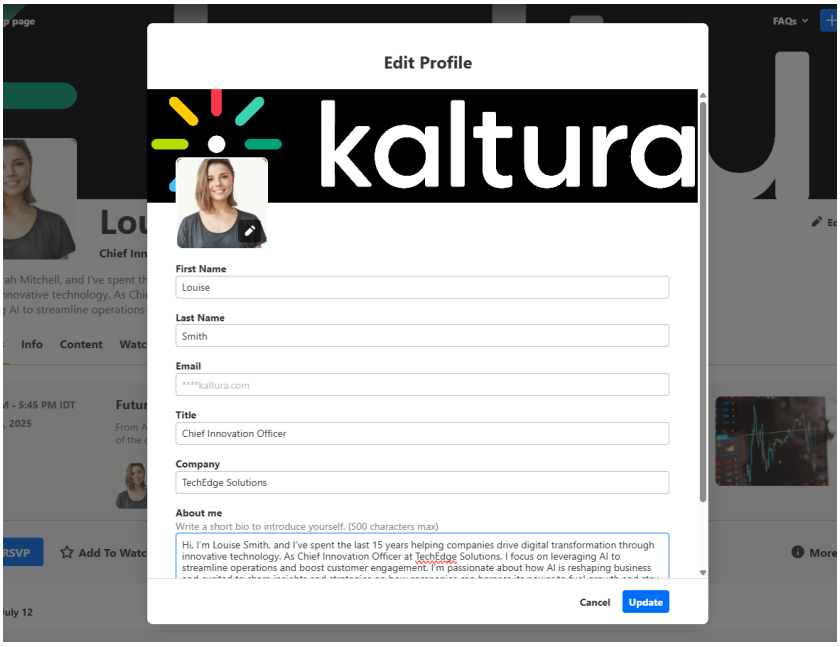


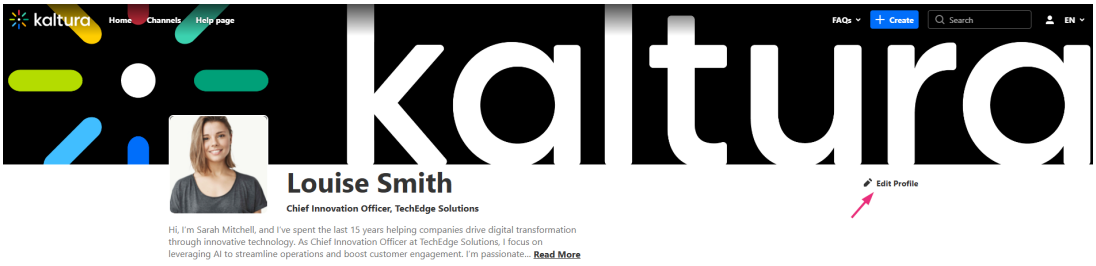
2. Modify your information.

> Editable fields, such as First Name, Last Name, Title, and Company, depend on your administrator's configuration.

3. When you have finished editing, click **Update** at the bottom right.

Edit or remove an image

1. Click **Edit Profile.**



2. Click the **pencil icon** on the profile image.

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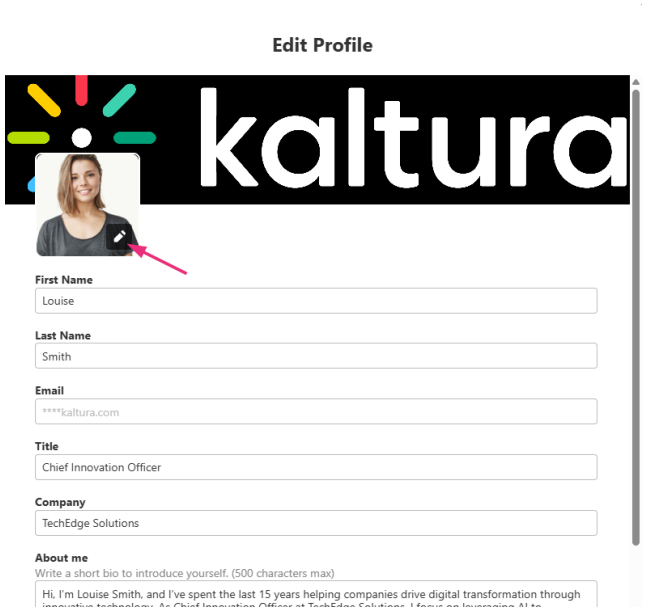
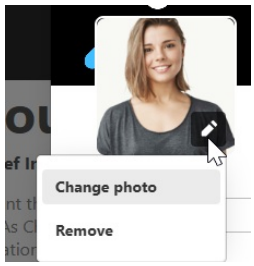


3. Click **Change photo** or **Remove**.



4. Upload a new image if desired.
5. Click **Update**.

Sessions tab

If you have been added as a presenter to a session, the details display under the **Sessions** tab. Details of upcoming as well as past sessions are listed. See Add presenters to media for more information.

> This function is enabled in the Presenters module.

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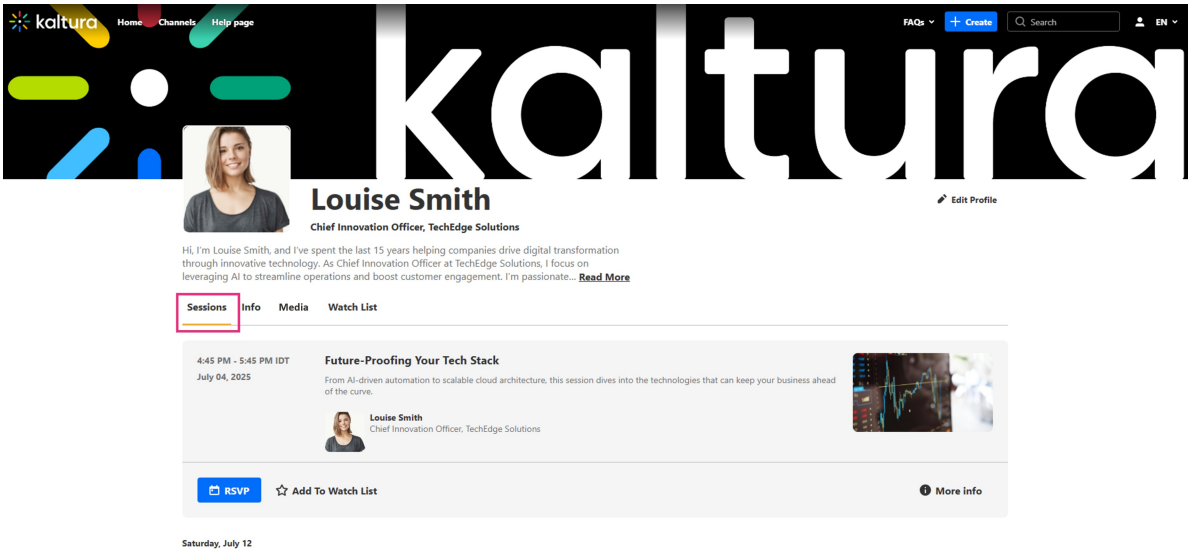

Info tab

The **Info** tab displays details the user has added to their profile, such as name, title, email, company, and a personal description. It's a quick way to learn more about the person behind the content.

Media tab

The **Media** tab displays published content you've created, whether as an individual or as part of a group. It's a great way for others to explore videos, sessions, or other media you've shared.

> Viewers will only see content that's published and available to them, based on their viewing permissions.

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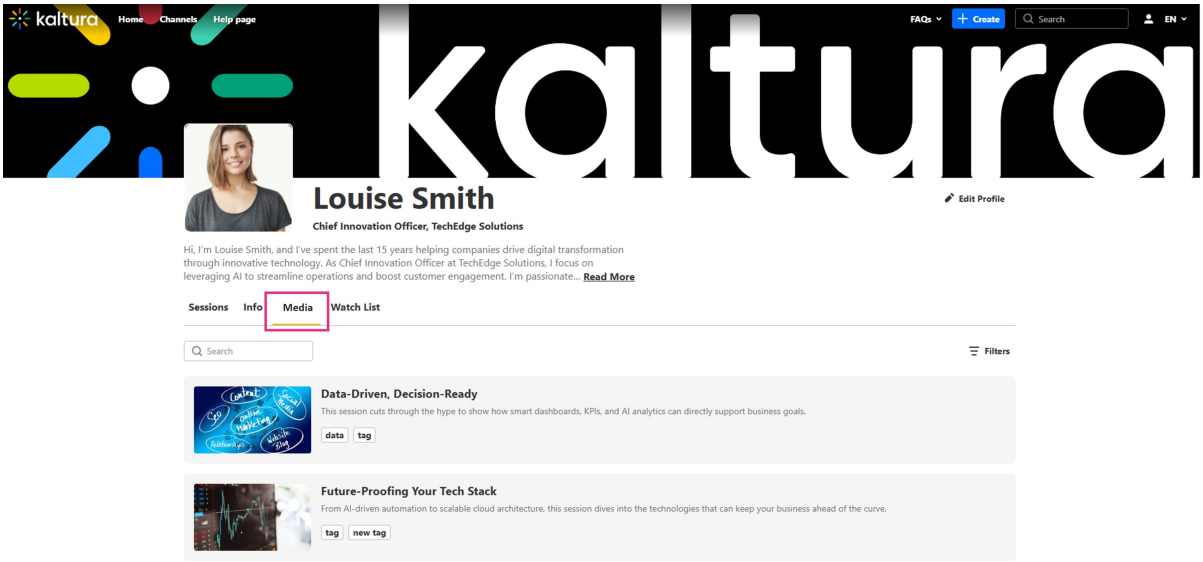
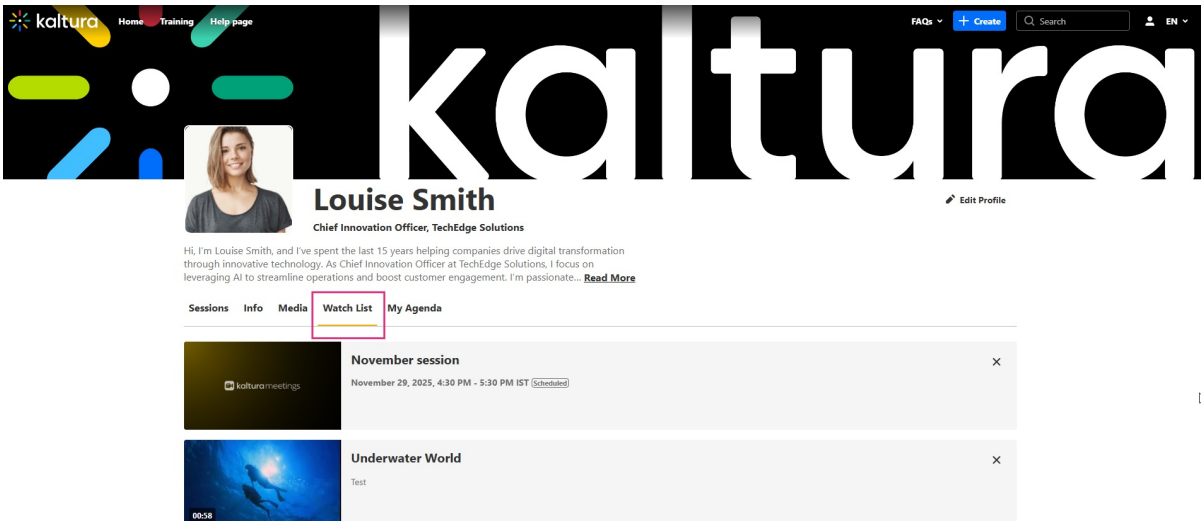
When you view your own profile, the tab works like a pre-filtered version of My Media, showing only content you own that's published. If you don't have any published content, or only have private content, the tab won't appear on your profile.



Watch List tab

The Watch List tab on your profile page includes both scheduled and non-scheduled content. For scheduled sessions, you'll also see their timing and details.

> Administrators must enable the Watchlater module for this feature to display.



Need to remove a session? Simply click the **X** on the far right.

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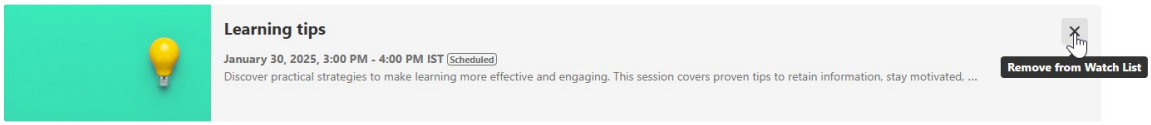


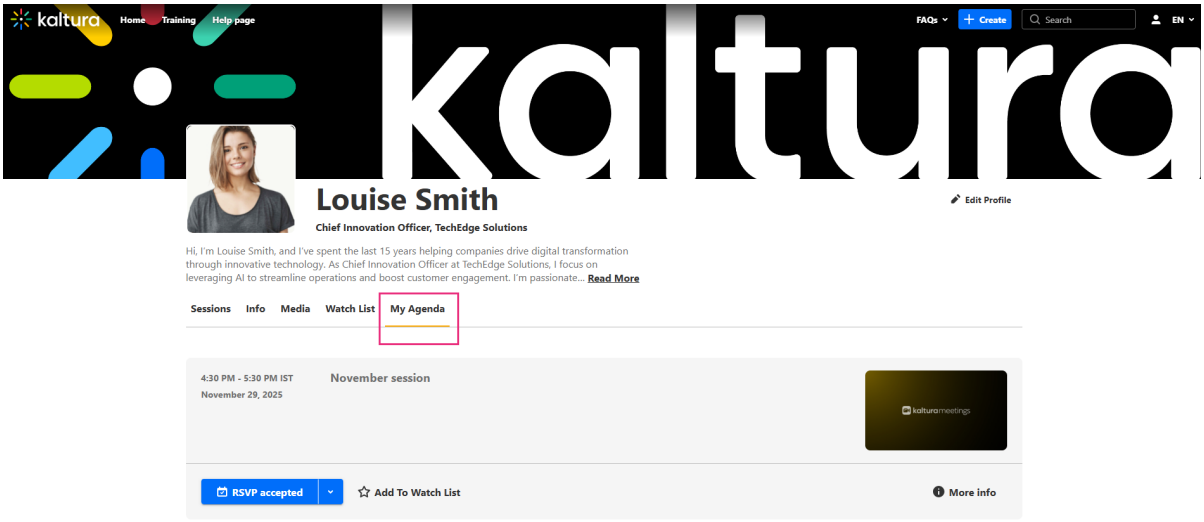
My Agenda tab

The My Agenda tab lists all the sessions you've RSVPed to. The sessions are ordered by date and time:

- Top: sessions happening now
- Next: upcoming sessions

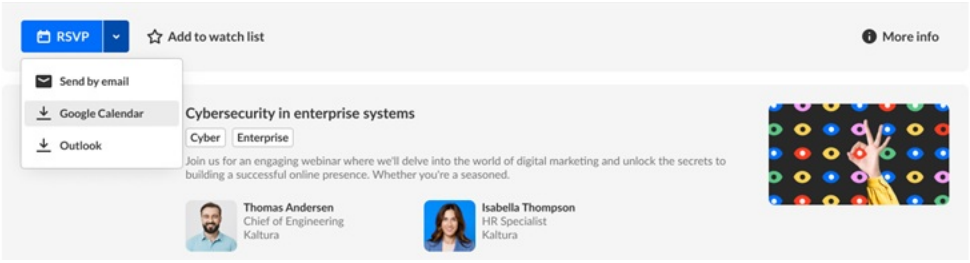
The tab only shows sessions that belong to your current event or site, so your list stays accurate.

> Administrators must enable the RSVP module for this feature to display.



RSVP

For upcoming sessions, you may have the option to **RSVP**. Check out our RSVP guide for attendees to learn more.



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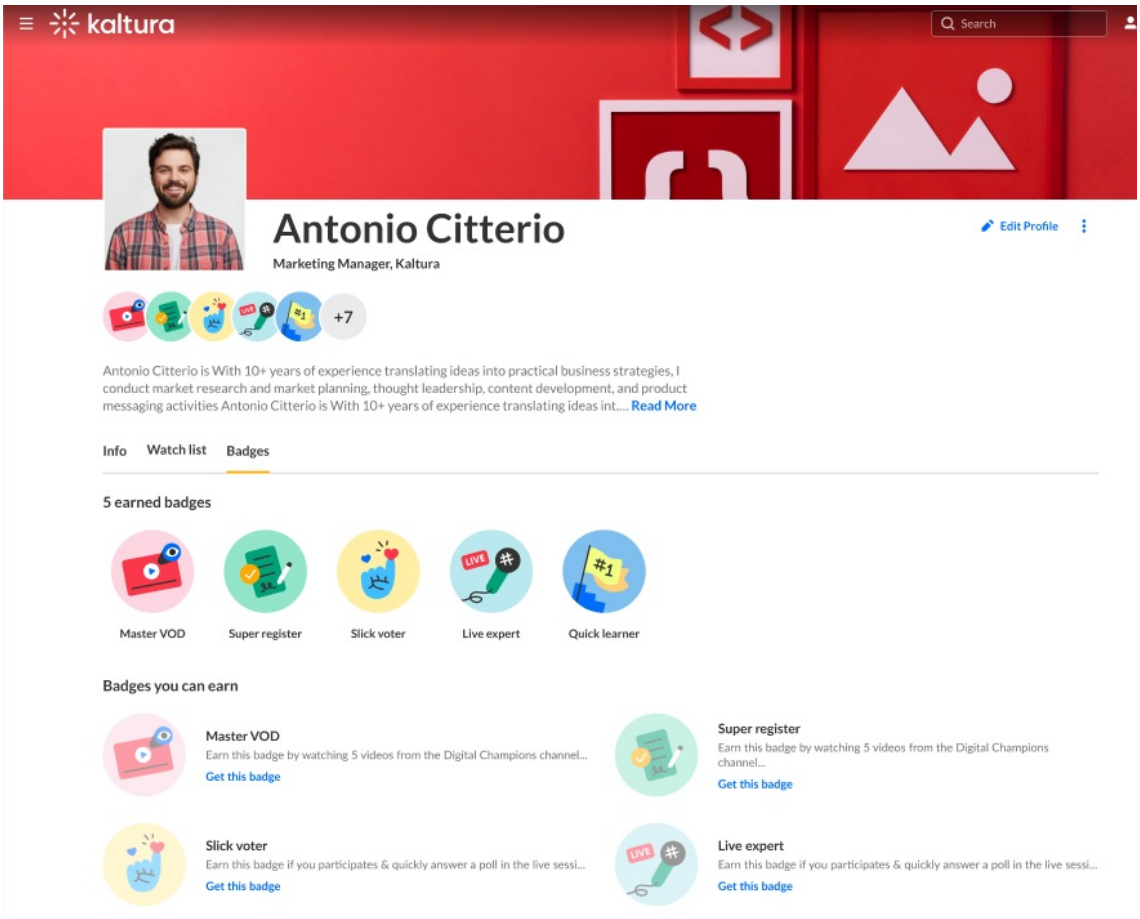
As long as your 'Watch List' feature is active, you'll also see any sessions you've RSVP'd to right from your profile page. Need to cancel an RSVP? Just click the **X** next to the session to remove it from your list.

Badges tab

The Badges tab can also be enabled (depending on your account configuration). The Badges tab displays all the badges that you currently have and all the badges that you can earn. Badges can be earned through various single actions, such as participating in a group chat during a session, watching a certain video or set number of videos, or through a combination of actions.

In the example below, this user has earned five badges and has the opportunity to earn four additional badges.



You can click on any of the badge icons to learn more about the badge. In the example below, we've clicked on the **Live expert** badge.

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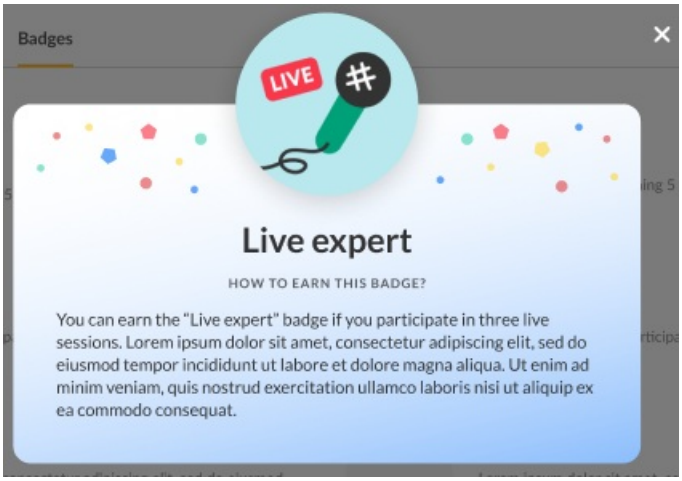
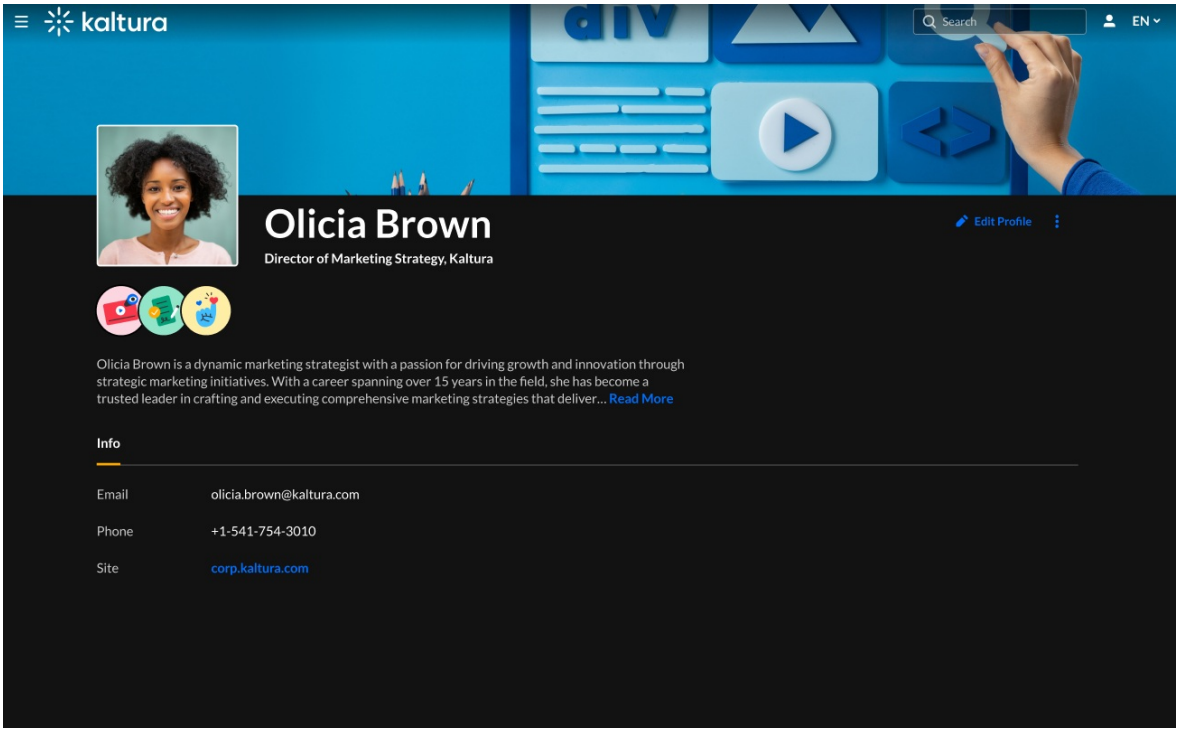


When someone else views your profile, the badges you've earned display below your profile picture. In the example below, this user has earned three badges.



You can also view badges you've earned and badges you have the opportunity to earn by clicking the **Badges** button on the navigation bar.

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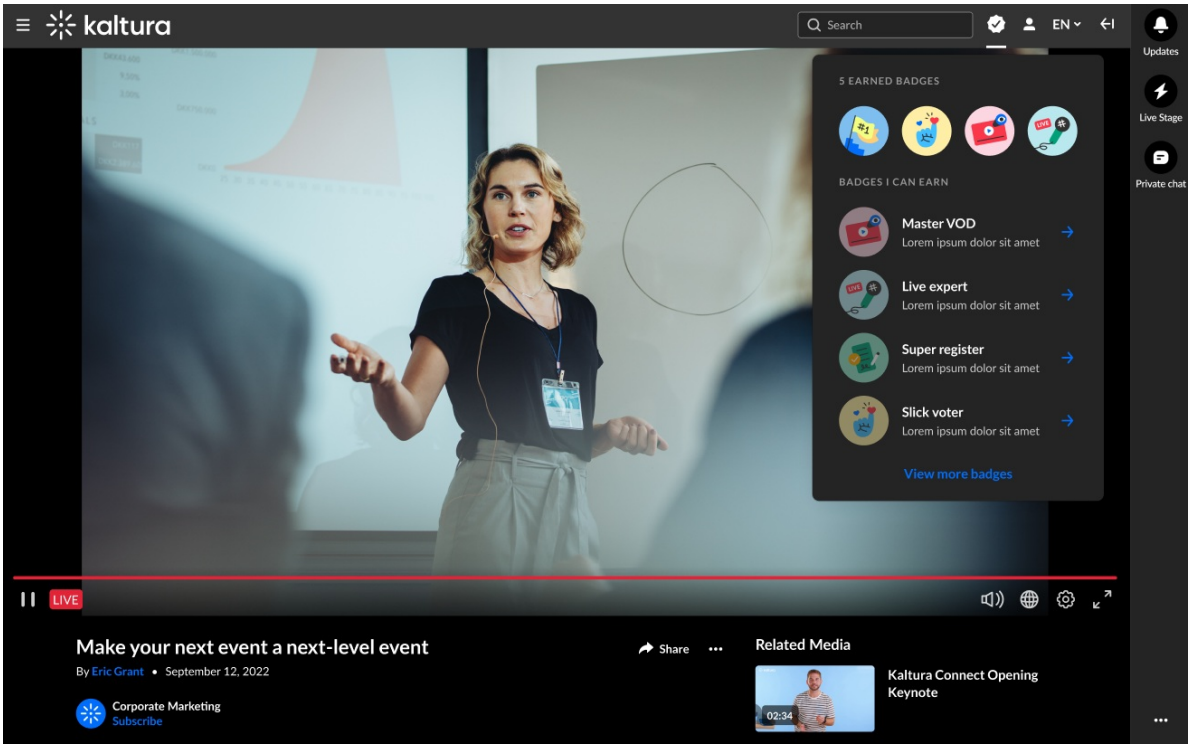

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